

SANDY CITY
APPROVED POSITION SPECIFICATION

- I. Position Title: Human Resources Secretary
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| <u>Revision Date:</u> | 07/2017 |
| <u>EEO Category:</u> | Administrative Support |
| <u>Status:</u> | Non-exempt |
| <u>Control No:</u> | 30385 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Director of Human Resources provides direct support for employee recruitment and selection and employee benefit programs, maintains the City's personnel files, receives and screens telephone calls and walk-in public, types various documents and performs other clerical duties as needed.

III. Essential Duties:

A. RECRUITMENT AND SELECTION

- Assists applicants and departments by answering questions about the hiring and selection process.
- Prints and distributes job applications to departments.
- Sends prospective employees for drug testing.
- Assists applicants during the hiring process, including creating new hire packets, assisting new hires to fill out paperwork, verify employment eligibility of new hires through E-Verify and conduct driver's license audits on new hires when position requires a driver's license.
- Coordinates criminal background checks with the Sandy City Police department.
- Assist with setting up new employees in relevant databases, including HR database, URS, ICMA-RC and Department of Workforce Services.
- Creates identification badges for employees.

B. PERSONNEL AND RECORDS

- Files information in employee personnel, medical and I-9 files and monitors files for compliance with applicable requirements.
- Responds to requests for information from employees, the public, other cities, etc.

C. EMPLOYEE RELATIONS & CUSTOMER SERVICE

- Provides customer service for walk-in public and employees.
- Answers incoming phone call and directs inquires to appropriate individuals.
- Responds to requests for information from employees, the public, other cities, etc.
- Assists other staff with wellness program, scheduling of trainings, and other projects.

D. GENERAL SECRETARIAL DUTIES

- Types various office correspondence and memos.
- Distributes office mail.
- Processes time cards for department.
- Serves as division purchasing representative, including processing check requests, creating requisitions and purchase orders and reconciling credit card statements.
- Orders office supplies for the HR division and the city's onsite clinic.
- Makes reservations for City Hall conference and Multi-Purpose rooms; check out audiovisual equipment.

IV. Marginal Duties:

- Orders and/or purchases food and other supplies for meetings, events and trainings.
- Performs other duties as assigned.

V. Qualifications:

Education / Experience: Requires three years of prior experience in job-related secretarial or human resource activities with demonstrated competence; may substitute education for experience on a year-for-year basis.

Certifications/Licenses: A valid Utah driver's license is required.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, and money; great responsibility for maintaining private and confidential information; moderate responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from applicants and other departments; ability to work effectively as a team member; ability to serve customers including constant contact with the public and city employees, requiring tact and judgment.

Equipment Operation: Requires regular use of standard office equipment, including a computer, telephone, printer, and copier. Basic knowledge of word processing and spreadsheets required. Able to use automated payroll, time entry, and purchasing systems. Occasional use of audiovisual equipment and personal or city vehicle.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply general problem solving and analytical principles to effectively deal with various situations; ability to organize both in terms of one's time as well as large volumes of information and records; ability to prioritize tasks, follow instructions, meet deadlines, and work independently on assigned duties; ability to work in an environment with noise and constant interruption; work well under pressure and impending deadlines

V. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant attendance is required.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____